INSTRUCTIONS TO ACCESS AND SUBMIT
ELECTRONIC CLASS ROSTERS

PRELIMINARY CLASS ROSTERS

• Go to www.tamut.edu
• Click on QUICK LINKS at the top of the page
• Select WEB FOR STUDENTS/FACULTY from the drop down menu

• Enter your assigned USER ID (CWID) and PIN; click Login. If this is the first time you have logged in, you will need to reset your pin and enter your security question and answer.

• Once you log in, click on the FACULTY SERVICES TAB

• Click on the “Preliminary Class Roster” link at the bottom of the list
• Select the CLASS/CRN from the drop down menu
• Click “Select Section”

Preliminary Class Rosters

Below is a list of sections requiring your attention. We need to identify students who have not attended the course information on the first day. Select the section that you would like to certify in the list below and you will be able to mark the students as present.

There are TWO options when viewing your Preliminary Class Roster:
  o Absent students: Select any student(s) who may be absent, then click “Submit Checked Absences” - you will be directed to a confirmation page to certify your selection, OR
  o All students are present: If ALL students are in attendance, click on “No Absences to Report” - you will be directed to a confirmation page to certify your selection.

Confirmation page of student(s) listed as absent:

• Student(s) that you mark as absent will be listed under the course information
• If all is correct, select “Confirm Roster”.
• If you wish to review the roster again, click “Redo the Certified Roster”.
• Once the roster is certified, it will be removed from the roster list.
Confirmation page of no absences to report:

- If the “No Absences to Report” is selected, no students will be listed under the course information.
- If all is correct, select “Confirm Roster”.
- If you wish to review the roster again, click “Redo the Certified Roster”.
- Once the roster has been certified, it will be removed from the list.

Once you have certified the roster, select another CLASS/CRN from the drop down menu. Complete the above steps for all rosters.